



<b>Job Title</b>	<b>City Accounting Manager</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>17203</b>

### Class Specification – City Accounting Manager

#### Summary Statement:

The purpose of this position is to verify financial controls to ensure the accuracy of the City's reporting. This is accomplished by directing the accounting and accounts receivable functions of the City; working with departments on accounting related issues; working with investment advisors to ensure funds are safeguarded and invested in accordance with adopted policies; working with financial advisors on debt issuances or refunding; preparing official statements; coordinating with internal and external auditors; staying abreast of accounting trends and current GAAP requirements; preparing division annual budget; working with consultants; and supporting the Chief Financial Officer. Other duties include participating on special committees as required and acting in support of special projects.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Supervise and coordinate complex accounting activities, the annual financial audit, and preparation of the comprehensive annual financial report. Evaluate and implement business and financial information systems. Develop and implement accounting policies and procedures. Coordinate the organization, staffing, and operations of accounting activities, analytical studies, and special projects. Participate in the development, recommendation, and implementation of goals, objectives, policies, and priorities. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; and implement improvements. Direct, coordinate, and review the work plan for assigned accounting services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures; and meet with staff to identify and resolve problems.
30%	Review all general accounting transactions including adjustments and modifications to account for corrections, increases, decreases, and transfers; and approve fixed assets and grant accounting. Review and approve year-end accrual transactions and advise all accounting sections of proper year-end procedures. Maintain the City's general ledger based on generally accepted accounting principles; interpret financial information; and implement special studies for City departments and programs. Work with Information Technology to ensure proper administration and maintenance of the PeopleSoft financial



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	system. Coordinate all system upgrades; train users on system use and functionality; and develop other mainframe tools including report writers and system security.
25%	Select, train, motivate, and evaluate accounting personnel; provide or coordinate staff training; work with employees to correct deficiencies; and implement disciplinary procedures. Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; and recommend adjustments as necessary. Coordinate assigned activities with other divisions, outside agencies, and the public. Participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal accounting.

### **Competencies Required:**

**Human Collaboration Skills:** Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Writing:** Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

### **Technical Skills Required:**

**Advanced Skills and Knowledge:** Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.



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**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, or a related field.

**Experience:** Five years of full-time responsible government accounting experience including one year of administrative and/or lead supervisory experience.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

**Supervision Received:**

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

**Physical Demands:**

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.



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<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office and specialized accounting software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: December 2014